



SECTION 1 - REQUESTING OFFICE

TO REQUEST SECURITY APPROVAL TO FILL ANY SENSITIVE POSITION AND TO REQUEST CERTIFICATION FOR ACCESS TO CLASSIFIED INFORMATION OR SENSITIVE COMPUTER DATA

PART A - CANDIDATE AND POSITION

1. NAME (Last, first, middle)	2. SOCIAL SECURITY NUMBER	3. DATE OF BIRTH
4. POSITION CLASSIFICATION TITLE, SERIES, GRADE, POSITION DESCRIPTION NUMBER	5. ORGANIZATION AND DUTY STATION	6. PLACE OF BIRTH

PART B - FUNDS INFORMATION

1. NAME OF FUNDS MANAGER AND OFFICE SYMBOL	2. SIBAC NUMBER	3. ACCOUNT DATA AND/OR AGENCY CASE NUMBER
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PART C - POSITION SENSITIVITY (See VA Handbook 0710)(Check one block in each item)

1. SENSITIVITY:		
<input type="checkbox"/> SPECIAL-SENSITIVE	<input type="checkbox"/> HIGH RISK	<input type="checkbox"/> NONCRITICAL-SENSITIVE
<input type="checkbox"/> CRITICAL-SENSITIVE	<input type="checkbox"/> MODERATE RISK	
2. THIS POSITION REQUIRES ACCESS TO CLASSIFIED INFORMATION		3. ADP - COMPUTER
<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> YES
<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> NONE	<input type="checkbox"/> NO

PART D - REQUESTER CERTIFIES (Check one only)

<input type="checkbox"/>	THIS PERSON IS AN APPLICANT FOR _____. THE POSITION DESCRIPTION ACCURATELY REFLECTS THE BLOCKS CHECKED IN PART C. (position)		
<input type="checkbox"/>	THIS PERSON IS AN INCUMBENT AND SENSITIVITY OF THE CURRENT POSITION IS CHANGED. THE POSITION DESCRIPTION IS UPDATED TO REFLECT THE BLOCKS CHECKED IN PART C.		
<input type="checkbox"/>	THIS IS A REQUEST FOR PERIODIC REINVESTIGATION OF A PERSON IN A SPECIAL-SENSITIVE OR CRITICAL-SENSITIVE POSITION. THE POSITION DESCRIPTION ACCURATELY REFLECTS THE BLOCKS CHECKED IN PART C.		
REQUESTED BY	SIGNATURE	TITLE	DATE
APPROVED BY	SIGNATURE	CHIEF, HUMAN RESOURCES MANAGEMENT SERVICE	DATE

SECTION II - SECURITY OFFICE CERTIFICATION

(Certification applies to the above position title and series only.)

NOTE: EMPLOYMENT IS CLEARLY CONSISTENT WITH THE INTEREST OF NATIONAL SECURITY OR OPERATIONS OF VA

CERTIFIED FOR SENSITIVITY LEVEL:			
<input type="checkbox"/> SPECIAL SENSITIVE	<input type="checkbox"/> HIGH RISK	<input type="checkbox"/> NONCRITICAL-SENSITIVE	
<input type="checkbox"/> CRITICAL-SENSITIVE	<input type="checkbox"/> MODERATE RISK		
BASIS			
SECURITY CLEARANCE:			
<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> NONE
SIGNATURE OF VA SECURITY OFFICER OR DESIGNEE			DATE